

High School Exchange (HSE) 2018 TERMS AND CONDITIONS

Please read and understand the following terms and conditions of your registration.

DEPOSITS & FEES

Participant deposits can be accepted as early as September 8, 2017 to guarantee a spot in your exchange week.

After deposits of \$50/person have been paid, they become non-refundable and non-transferable to another group. Deposits from canceled registrations (up to 20%) may be rolled over to your entire camp fee up until 11:59 p.m. (EST) on **April 2, 2018**. Cancellations on deposits made after 12:00 a.m. (EST) on **April 3, 2018** are completely non-refundable and non-transferable toward camp fees. **YOU MAY ONLY CANCEL UP TO 20% OF YOUR TOTAL REGISTRATIONS. A PERSON IS REGISTERED UPON CLICKING OK TO THE TERMS AND CONDITIONS.**

Example: If you register 100 people, you may only cancel 20 people. Using this example, any cancellations over 20 people are non-refundable. Beginning May 1, 2018, you are completely responsible for the entire camp fee for all registered spaces. Please do not request an exception to this policy.

Registrations are taken as requested. We cannot guarantee any spots without a \$50/person deposit.

Deposits are accepted by credit card (Visa, MasterCard, or American Express), eCheck and check. If you choose to pay by check, your registration will be placed in a pending status until we receive your payment via eCheck or by mail.

Credit card payments should be made online through your High School Exchange account. eCheck payments can also be made online through your High School Exchange account, or you can mail your check to the following address:

For Our Neighbors - High School Exchange
5870 Charlotte Lane
Suite 300
Cumming, GA 30040

If the For Our Neighbors office does not receive your payment within 30 days from the date you registered, your registrations will be subject to cancellation.

Deposits are a part of the total camp fee, there will be a remaining balance of \$349/person due.

The full price of camp includes location fees, T-shirt, five nights lodging, fifteen meals, main sessions, and all supplies needed.

FINAL PAYMENTS & CANCELLATIONS

Final payments must be submitted or postmarked no later than **May 1, 2018**. If your final payment has not been received prior to the start date of your camp, you will be asked to provide an alternate form of payment upon arrival at the camp location. We will hold the alternate form of payment for 7 days until your original payment arrives. If we have not received your original payment within 7 days, we will use the alternate form of payment to cover camp fees.

Final cancellations are made online only. **YOU MAY ONLY CANCEL UP TO 20% OF YOUR TOTAL REGISTRATIONS. A PERSON IS REGISTERED UPON CLICKING OK TO THE TERMS AND CONDITIONS.** May 1, 2018, is the deadline to cancel. If you do not cancel by 11:59 p.m. (EST) on these dates, you will be responsible for the entire camp fee. We will make no exceptions. To cancel, go to www.ForOurNeighbors.com, log in to your account, click "Admin," then click "Ticket

Management." Check the boxes next to the tickets you want to cancel and then click "submit" at the bottom of the page.

ROOMING

Rooming blocks will be based on your total male and female numbers and you will be able to assign students to rooms. All ticket assignments are submitted online through your account and are due by **May 8, 2018**. To ensure your church group rooms together, we must have your final gender numbers by the deadline. Beginning two weeks prior to your camp start date, we will not allow student and/or leader changes unless it is an equal change. If you have rooming changes within two weeks of your camp's start date, please email us a **HighSchoolExchange@fourneighbors.org** and we will do our best to accommodate your changes. We cannot guarantee that we can accommodate any changes to rooming assignments made within 2 weeks of the start of camp.

RELEASE FORMS

Each person attending camp, students AND leaders, must turn in a signed High School Exchange Release Form. Each leader must also turn in a signed Leader Agreement. These forms will be collected when you check-in at camp. Please help us keep check-in times down by counting your health forms prior to your arrival.

HEALTH FORMS

Each person attending camp, students AND leaders, must have two copies of their health forms and a copy of their insurance card. HSE will keep one copy and the church leader will keep the other copy. These forms will be collected when you check-in at your camp location. Please help us keep check-in times down by counting your health forms prior to your arrival to ensure that you have each participant's forms.

*You will receive an email from a High School Exchange staff member with additional information.

Thank you for registering for High School Exchange! Please let us know if you have any questions. We look forward to providing your ministry with an awesome camp experience!

By clicking "I Agree" below, you indicate that you have read and understand the terms and conditions of your camp registration. A copy of these terms and conditions will be emailed to you along with your receipt. If you have questions, please email us: **HighSchoolExchange@fourneighbors.org**.